



ACR Pilot Planning Meeting

Date: Friday, January 06, 2006
Time: 1:00 – 3:00 p.m.
Location: Rockledge 1, 2nd Floor Conference Room
Advocates: Ellen Liberman, Lana Diggs

Action Items

1. (Lana Diggs) Send out a list of changes that will occur before the next iteration of the ACR Pilot.

Documents

1. [ACR Benefit Survey Form](#)
2. [ACR User Pilot Plan Agenda](#)
3. [ACR Task Order – Scope 1](#)
4. [ACR Task Order – Task 3 – Iteration 1 – Scope](#)
5. [ACR Task Order – Task 3 – Iteration 2 – Scope](#)
6. [ACR Pilot Feedback Form](#)

ACR Benefit Survey

Robert Lagas presented the group with the ACR Benefit Survey Form, which will assist groups to record cost benefit analysis properly. Robert stated that the steering committee has requested to see business cases on all current projects. The User Survey Form is meant to establish what is required to efficiently perform the given duties of each project in terms of time and cost. This form will be used to determine any necessary benefits; based on these results, the development estimates will be established internally. This information will be compiled in its own business case and presented to the steering committee.

Regardless of what each group does, there are certain activities that must be completed, such as receiving, filing, retrieving, and processing inputs, as well as distributing, filing and retrieving outputs and notifying others of these actions. This is all indicated on the actual form, which is attached to these minutes. Any other activities involved in the process should be collected by group members and added to the list. Robert noted that this survey allows for more than one person to be listed as involved in any given activity.

The group suggested that the form contain more detail and description of actions and an expanded list of activities involved in the process. This will allow for more accurate feedback. While the group agreed that this survey is a good idea, they also believe that using an established, specific business model for each project's approval process, rather than using one generic model, would

provide more informative and precise outcomes. Technical support will be provided once the process is live and running smoothly. Ideally, when this is automated, the paper process will no longer be necessary. Robert assured the group that he would take their ideas back to the steering committee and present them before getting back to the group.

ACR User Pilot Plan

Lana went over the ACR User Pilot Plan (attached to these minutes), by giving an update of the current status, which included getting five developers and a unit tester working on the project. She introduced the new development lead, Jessica Sum, to the group. The developers began coding in October and have just released the first cut within the test environment. The next release, set for a June timeframe, will be released in two iterations. The scope of these iterations is illustrated in the other documents attached to these minutes. She noted that the “Task 3 – Iteration 2” release will be bumped up to an earlier date to accommodate for the electronic application downstream process. By June, there should be full 901 and ARA functionality. She stated that the Mass Changes release will go out sometime in October of 2006.

The User Pilot will take place on three days: January 24, 25 and 26. It will be held on all three days in two, two-hour sessions in Rockledge 1, Room 2147. Attendees only need to come to one of these sessions, and are encouraged to bring any interested individuals. Group members must keep in mind, however, that each session accommodates about 10 people.

Q. If this Pilot is in Beta test, but internally controlled, why can't Users perform testing at their individual work stations?

A. While they can accommodate for individual testing, they have some training issues to address and would prefer everyone to be in the same room. This will also allow for immediate feedback to the development team from the Users, ultimately resulting in a higher quality product.

Anyone interested in signing-up for this Pilot test should email Lana at DiggsS@od.nih.gov.

Lana, Daniel and Jessica led the group through a visual demonstration/preview of what they will present at the Pilot later in the month. Everything gone over in this meeting can be found in the three “Scope” documents included with these minutes. Other than the information illustrated in these documents, the group also noted the following issues:

- The search feature in the Pilot will use the same algorithm as WEB QT, since it is faster than that used by ICO.
- The OneView Single Sign-On system is integrated in the Pilot system, but other related programs such as Grants Management (GM), IC Admin and Program Management (PGM) are still awaiting compatibility. The OneView capability for ACR should be available in June.
- There are still a few changes that will take place before the next iteration of this Pilot. Lana will send out a list of those changes to the group

Action: (Lana Diggs) Send out a list of changes that will occur before the next iteration of the ACR Pilot.

- Feedback about the Pilot will be collected on interactive forms, given out at the meeting.
- After each Pilot session, the group will meet to discuss prioritization of the information they have been presented. They will also setup another meeting to discuss this prioritization list further.
- Another demonstration will take place on February 6th in Rockledge 2, Room 3087 at 12:30p.m., in order to accommodate a larger number of attendees.
- The User Guide for this new functionality will be created during the pilot demo.
- Future training will be presented as a virtual school online, using a screen capture tool. This will be released after the functionality is complete.
- Load and Acceptance Testing will be conducted after completion of analysis.

Attendees

Calderone, Gerald	Chism, Cheryl	Diggs, Lana	Dutcher, Sylvia
Edwards, Michael	Fisher, Suzanne	Fox, Daniel	Hagan, Ann
Lagas, Robert	Liberman, Ellen	Noronha, Jean	Paugh, Steven
Stesney, Jo Ann	Sum, Jessica		